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ABSTRACT

This document provides guidelines relative to the appropriate administration of and preparation for the State Standardized Testing and Reporting (STAR) Program norm-referenced tests in the San Diego City Schools. The STAR tests are norm-referenced tests, and this document is intended to assure that standardized conditions in testing mirror the conditions under which the test are originally normed. Information is provided about exempt students, test administration, test preparation, the testing period, the STAR test site coordinator, the security affidavit test administrators must sign, the principal's role after testing, and the principal's certificate of test security. Emphasis is placed on appropriate test preparation. (SLD)

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ED 435 741

SAN DIEGO CITY SCHOOLS
Office of the Superintendent
Testing Unit

STATE STANDARDIZED TESTING AND REPORTING (STAR) PROGRAM APPROPRIATE AND INAPPROPRIATE TEST ADMINISTRATION/PREPARATION GUIDELINES

Introduction

This document provides guidance relative to the appropriate administration of and preparation for the State Standardized Testing and Reporting (STAR) Program norm-referenced tests. It is important to note that the STAR tests are **standardized norm-referenced tests** in which all students perform under the same conditions and test scores derive meaning by comparing a score for a student to scores from a nationally representative reference group, usually others of the same grade. A **criterion-referenced test** uses some number of items to determine whether an objective has or has not been met. Standardized norm-referenced tests are constructed to represent a wide range of curricula and the items cannot be expected to reflect fully the content of any particular curriculum.

It is important that the standardized conditions under which a norm-referenced test is administered mirror the conditions under which the test was originally normed with the reference group. This document is intended to provide guidance to assure these conditions are met.

Pupil Testing

School districts shall administer the designated achievement test to each eligible pupil enrolled in any of grades 2-11, inclusive (Title 5, *California Code of Regulations*, Section 851(a)). An "eligible pupil" is any pupil in grades 2-11, inclusive who is not otherwise exempted (Title 5, *California Code of Regulations*, Section 850(e)).

The only exemptions from participation in the STAR Program are specified in the Education Code. Education Code section 60640 provides exemption from the testing requirement for special education students whose individual education plan (IEP) exempts the pupil from standardized testing. Education code section 60615 provides exemption from testing for pupils whose parent or guardian submits a written request that the pupil not be tested.

A parent or guardian may submit to the school a written request to excuse his or her child from any or all parts of any test provided pursuant to Education Code section 60640. The parent or guardian must initiate the request and the school district and its employees shall not solicit or encourage any written request on behalf of any child.

No test shall be administered to a pupil by the parent or guardian of that pupil. This subdivision does not prevent classroom aides from assisting in the administration of the test under the supervision of a credentialed school district employee provided that the classroom aide does not assist his or her own child and that the classroom aide signs a security affidavit. (Title 5, *California Code of Regulations*, Section 851(d))

No test may be administered in a private home or location unless an employee of the school district with credential status administers the test and the employee signs a security affidavit. (Title 5, *California Code of Regulations*, Section 851(d))

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Administration

The designated achievement test, which includes all those materials set forth in Section 850, shall be administered and returned in accordance with the manuals or other instructions provided by the publisher for administering and returning the tests unless specifically provided otherwise in this subchapter. The procedures shall include, but are not limited to, those designed to insure the uniform and standard administration of the test to pupils and the security and integrity of the test content and test items (Title 5, *California Code of Regulations*, Section 853(a)). No coaching or monitoring of correct or incorrect responses by any pupil by any school employee is permissible.

Except as provided in Section 853(d), the reading section of any test shall not be read, interpreted, or translated to any pupil and no pupil may use a calculator while taking the designated achievement test. (Title 5, *California Code of Regulations*, Section 853(c))

Pupils in special education programs with individualized education programs delineating accommodations such as, but not limited to, large print, Braille, extended time, or the use of a reader or scribe or a calculator; or pupils with current plans under Section 504 of the Rehabilitation Act of 1973 specifying such accommodations shall be tested and the prescribed adaptations or accommodation shall be made. (Title 5, *California Code of Regulations*, Section 853(d))

Test Preparation

Except for materials specifically included within the designated achievement test, no program or materials shall be used by any school district or employee of a school district that are specifically formulated or intended to prepare pupils for the designated achievement test (Title 5, *California Code of Regulations*, Section 854(a)). The use of the SAT 9, Form S, Form T, or any earlier edition or survey editions of the Stanford Achievement Test as test preparation materials with students is prohibited. No answer keys may be made for the SAT 9, Form S or Form T. This also precludes the development of sample items by district or school staff where the sample test items were designed to represent items found on the SAT 9.

Any review by teachers of the SAT 9, Form S should only be for general knowledge about content and format and should not result in teachers using specific items for any instructional purposes. SAT, Form S materials are to be kept in the principal's office and reviewed by teachers only under the supervision of a site administrator.

Practice tests provided by the publisher as part of the designated achievement test or the publisher of the primary language test for the limited purpose of familiarizing pupils with the use of scannable test booklets or answer sheets and the format of the test items are not subject to the prohibition of Subdivision (a). (Title 5, *California Code of Regulations*, Section 854(b))

It is **not** appropriate to do the following:

1) review only skills, strategies, and concepts tested on a designated achievement test, or to review only those areas in which student performance was low in previous test administrations.
2) develop/modify curriculum that is based solely on the content or objectives of a designated achievement test.
3) frame questions only in the format used on a designated achievement test.
4) review or provide answers to questions on a designated achievement test.

It is appropriate to do the following:

1) utilize the information from "content cluster" data provided by the publisher and the district to

determine relative strengths and weaknesses. Knowledge gained from a general review of the SAT 9, Form S, may assist teachers so that important general instructional themes are covered as part of the regular instructional program. As teachers understand better what is assessed on the SAT 9, they should feel less compelled to purchase worksheets and exercises readily available from test preparation publishers that approximate very closely the SAT 9 content clusters.

2) teach or review test-taking skills in general. An annotated Test *Wiseness Bibliography* is provided annually by the Testing Unit and contains materials that do not violate state STAR regulations.

Schools should educate staff in appropriate methods of preparation for the designated achievement test and establish and announce the availability of communication channels allowing teachers, students, and parents to voice their concerns about practices they consider inappropriate.

Testing Period

The designated achievement test shall be administered to each pupil during the testing period (March 15 to May 14, inclusive) as defined in Section 850(d). (Title 5, *California Code of Regulations*, Section 855(a))

Each school district shall provide for at least two (2) makeup days of testing for pupils who were absent during the period that any school administered the designated achievement test. All makeup testing shall occur within ten (10) instructional days of the last date that the school district administered the designated achievement test but not later than May 25th of each school year, whichever is earlier. (Title 5, *California Code of Regulations*, Section 855(b))

STAR Test Site Coordinator

The STAR test site coordinator's responsibilities shall include maintaining security over the designated achievement test and test data. The STAR test site coordinator shall sign the security agreement. (Title 5, *California Code of Regulations*, Section 858(b))

STAR Test Security Affidavit

All persons having access to the designated achievement test and test materials shall acknowledge the limited purpose of their access to these tests by signing the *Test Security Affidavit* set forth in Subdivision (e). (Title 5, *California Code of Regulations*, Section 859(d))

The *Test Security Affidavit* requires signers to acknowledge that they have access to highly secure test materials and it is their professional responsibility as follows:

(1) I will not divulge the contents of the test to any other person.
(2) I will not copy any part of the test or test materials.
(3) I will keep the test secure until the test is actually distributed to pupils.
(4) I will limit access to the test and test materials by test examinees to the actual testing periods.
(5) I will not permit pupils to remove test materials from the room where testing takes place.
(6) I will not disclose, or allow to be disclosed, the contents of, or the scoring keys to, the test instrument.
(7) I will return all test materials to the designated STAR test site coordinator upon completion of the test.

(Title 5, *California Code of Regulations*, Section 859(e))

No one other than school district employees who have signed the STAR *Test Security Affidavit* may be involved in the distribution, collection, or processing of any test materials.

After Testing

If it is necessary to transfer answers from a damaged answer document to a new answer document, this should be done by a school employee only under the supervision and presence of another credentialed school employee designated by the school principal.

Principal's Certification to Superintendent

Principals must sign the *Principal's Certification to Superintendent* which requires signers to acknowledge that STAR Test Security Affidavits were completed by all individuals given access to test materials, security procedures required by the STAR Program were followed and all test materials were accounted for and returned to the Testing Unit, certificated personnel charged with the responsibility of administering the tests received instruction in the proper procedures, and proper procedures as outlined in the examiner's manuals were followed.

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